

TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

MUNICIPAL BUILDING
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RICHARD J. SHEOLA
TOWNSHIP ADMINISTRATOR/OPA



CHRISTINE DEY, LCSW
DIRECTOR of SOCIAL SERVICES
HOUSING COORDINATOR
PHONE: (908) 534-0974
FAX: (908) 534-0038

PLEASE READ PRIOR TO COMPLETING APPLICATION

Dear Applicant,

Enclosed please find a Preliminary Application for Readington Township Affordable Housing Program's purchase and rental units. ***This application is good for purchase units at Lake Cushetunk and Whitehouse Village and rental units at Cushetunk Woods and The Shoppes at The Farm.*** When a unit becomes available, we will hold a random selection from available applicants.

If you wish to be considered, please complete the enclosed **Preliminary Application** form. Do not send additional support documentation at this time. Once you are chosen for an available unit you must qualify to be eligible to purchase or rent the unit and will be required to provide complete current financial and family size information.

Please be aware that the information on the Preliminary Application Form will be used to determine your income level and bedroom size for the random selection. We are not responsible for disqualification based on inaccurate information. For your convenience we have enclosed a sheet outlining Policies and Requirements for the Preliminary Application.

Readington Township Affordable Housing Policies and Requirements Preliminary Application & Lottery

The information on the Preliminary Application will be utilized to determine if you are generally eligible to be considered for an affordable unit and to determine income level and bedroom size for placement in the lottery. This Preliminary Application is ***not*** the Final Application and does not satisfy your application requirements. Do not send additional support documentation at this time. It is important that you complete the Preliminary application as accurately as possible. We are not responsible for disqualification based on inaccurate information.

This affordable housing unit must be the intended primary residence of the applicant. **All** household members who intend to reside at the affordable unit must be listed on the Preliminary Application.

Applications must be truthful, complete, and accurate. Any false statement makes the application null and void and subjects the applicant to penalties imposed by law.

Annual Income includes, but is not limited to, **CURRENT** salary or wages, alimony, child support, social security benefits, unemployment benefits, pensions, business income, and actual or imputed earnings from assets (which include bank accounts, certificates of deposit, stocks, bonds, or other securities) and real estate. Documentation to verify income and assets will be required at a later date. **THIS MUST BE CURRENT INCOME not simply the numbers which are on your 2020 income tax return.**

If you own a home in which you are currently residing and which you intend to sell prior to living in an affordable unit, compute your income from this asset by taking the market value of your home, subtracting the mortgage amount owed and multiplying the balance by 0.06%. Income from other real estate holdings is determined by the actual income you receive from the asset.

If you own your current home and have no outstanding mortgage debt, the value of your home will be subject to a maximum appraised value limit, which, when exceeded, may disqualify you from this affordable housing program

Your application must show that you have sufficient income to afford an affordable unit.

You must not spend more than 35% of your household income on housing costs. (Housing costs are rent plus estimated utilities). **If you do not show sufficient income or qualify for an exception your application will be denied.** You may call to discuss exemptions.

The pricing and rental rates for this affordable housing are established and governed by Federal, State and/ or municipal regulations. Although consideration is made for low- and moderate- categories of household incomes rental rates do not fluctuate on the basis of each individual applicant's income.

When an affordable unit is available The Readington Township Affordable Housing Office will hold a random selection from prospective applicants. If selected, we will provide an application and a list of documentation required to qualify the applicant household.

All successful applicants will be required to meet additional requirements set forth by the landlord. These may include but are not limited to a background and credit check, reference letters, demonstration of the ability to pay a security deposit (one- and one-half month's rent) and first month's rent and a lease agreement.

This is an equal housing opportunity. Federal law prohibits discrimination against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. State law prohibits discrimination on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment.

Thank you for your interest in our program. You may contact us at 908 534-0974 if you have any additional questions.

Please return application via mail or in-person to: **Readington Township Affordable Housing**
509 Rt. 523
Whitehouse Station, NJ 08889



**Readington Township Affordable Housing
Preliminary Application**

I want to: Rent _____ Purchase _____ Both _____ Pets: Yes _____ No _____

A. Head of Household Information

Last Name : _____	Soc. Sec. No. _____
First Name: _____	Home Phone: _____
Home Address: _____	Cell Phone: _____
City: _____	E-mail: _____
State: _____ Zip: _____	May we communicate with you via e-mail: Yes No
Mailing Address(if different):	

B. Household composition and income. List everyone who will live in the unit. List **CURRENT** amounts from **ALL** sources of income, including but not limited to Salary, Dividends, Social Security, Child Support, Mandatory retirement distributions, Alimony & Pensions.
Do not include income from assets listed in Section C.

Full Name (First Middle Last)	Relation To:	Marital status	Date of Birth	Sex	Gross YEARLY Income (Must be Current income)
#1	Head of Household				\$
#2					\$
#3					\$
#4					\$
#5					\$
#6					\$
#7					\$

The total number of members in the household : _____

Does anyone in the household pay child support? Yes _____ No _____ How much \$ _____ Frequency _____

Does anyone in the household receive child support? Yes _____ No _____ How much \$ _____ Frequency _____

Does anyone in the household pay alimony? Yes _____ No _____ How much \$ _____ Frequency _____

Does anyone in the household receive alimony? Yes _____ No _____ How much \$ _____ Frequency _____



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- C. **Assets: Bank Accounts: You must include all accounts you have:** checking, savings, CD's, stocks, bonds, mutual funds, money markets, retirement accts., etc.

Your application will be considered incomplete if this section is left blank.

Type of Asset (checking, savings, CD, etc.)	Current Value of Asset	Estimated Annual Interest earned	Interest rate

D. **Current Situation**

Do you currently rent? Yes____ no____ Current monthly rent you pay? _____

Do you have a Section 8 Voucher: Yes _____ No _____

Do you currently own a home? Yes _____ No _____

Do you have a mortgage? Yes _____ No _____

How much do you have left to pay on your mortgage? \$ _____

What is the current market value of your home? \$ _____

Current Equity in your home? \$ _____ (Your equity equals the market value less any outstanding mortgage principal)

E. **Number of bedrooms requested:** 1 2 3

(Minimum of one person per bedroom and maximum two people per bedroom)

F. **Important MUST be signed by everyone 18 years of age and older**

I (WE) hereby authorize the Readington Township Housing office, their agents and/or employees to obtain information regarding statements regarding the status of My (Our) credit and to check the accuracy of any and all information in this application. I (We) certify that all of the information in this application is accurate, complete and true. I (We) understand that if any statements made are willingly false, the application is null and void, and I (We) may be subject to penalties imposed by law.

THIS APPLICATION IS VOID IF NOT SIGNED

Signed: _____ Date: _____

Signed: _____ Date: _____

rev. 11/2021